

NUTRIENT STANDARD BREAKFAST -- MENU PRODUCTION RECORD

ACTUAL NUMBER OF MEALS SERVED

REIMBURSABLE

Age/Grade _____ Students _____ Adults _____

Age/Grade _____ Students _____ Second Meals _____

NON-REIMBURSABLE

Date: _____

School: _____

Offer vs. Serve: ☐ Yes ☐ No

Menu Items	Quantity Prepared (recipe number or pounds, #10 cans, each, cases, etc.)	Age/Grade Group:			Age/Grade Group:			Actual			Comments
		Planned Number Portions	Portion Size	Actual Student Servings	Planned Number Portions	Portion Size	Actual Student Servings	A La Carte	Adult Servings	Left- overs	
MILK											
SIDE DISHES (at least two)											
CONDIMENTS											

DIRECTIONS FOR NUTRIENT STANDARD BREAKFAST MENU PRODUCTION RECORDS

HEADING

- **ACTUAL NUMBER OF MEALS SERVED**
Record the total number of reimbursable student meals by age/grade group and non-reimbursable meals (adult meals and student second meals) served.
- **DATE**
Write the calendar date this menu was served.
- **SCHOOL**
Fill in school name.
- **OFFER VS. SERVE**
Check yes or no.

MENU ITEMS

Menu items include any single food or combination of foods offered as part of a reimbursable meal. Breakfast menu items for Nutrient Standard and Assisted Nutrient Standard Menu Planning are milk and side dishes (at least two).

Include brand names and identification numbers of purchased prepared food items. Condiments should also be included on production records.

QUANTITY PREPARED

Indicate the amounts of food prepared in terms of pounds/ounces, #10 cans, or recipe number. When unsure of how to list a particular food in purchase units, check to see how the food is listed in the *Food Buying Guide*.

AGE/GRADE GROUP

Record the number of planned portions and portion size for each age/grade group used in your school(s). Be sure that a form of documentation such as a standardized recipe, a Nutrition Facts Label or nutrient analysis data is available to explain the portion size.

ACTUAL

- **A LA CARTE**
Record the actual number of a la carte items sold for each menu item.
- **ADULT SERVINGS**
Record the number of adult servings actually served.
- **LEFTOVERS**
Record the number of servings left over.

COMMENTS

Record any changes or substitutions made in the menu. Include student comments about menu items and any special circumstances or situations.